



# EMPLOYMENT OPPORTUNITY

1. RPA #
<b>007 -CCFC</b>
ANALYST'S INITIALS
DATE
<b>10/02/2008</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Assoc. Programmer Analyst (Spec.)</b>	POSITION NUMBER <b>319-001-1579-900</b>	TENURE <b>PERMANENT</b>	TIME BASE <b>Full Time</b>	CBID <b>R01</b>
OFFICE OF <b>First 5 CA Children and Families Comm.</b>	LOCATION OF POSITION (CITY or COUNTY) <b>Sacramento</b>			MONTHLY SALARY  <b>\$4,619</b> <b>TO</b> <b>\$5,897</b>
SEND APPLICATION TO: <b>First 5 California</b> <b>2389 Gateway Oaks Drive, Suite 260</b> <b>Sacramento, CA 95833</b>  <b>Attn: Peggy Verissimo</b>	REPORTING LOCATION OF POSITION <b>2389 Gateway Oaks Drive, Suite 260</b>			
	SHIFT AND WORKING HOURS <b>8:00 TO 5:00 DAYS – FLEXIBLE HOURS</b>			
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>			
	PUBLIC PHONE NUMBER <b>(916) 263-1050</b>			
PUBLIC PHONE NUMBER <b>( ) -</b>			FILE BY <b>10/31/2008</b>	
SUPERVISED BY AND CLASS TITLE <b>Robin Dolan, Chief, Contracts, Procurement &amp; IT Div</b>				

## SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to First 5 California's employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

First 5 California Children and Families Commission seeks an **Associate Programmer Analyst (APA)** with experience in Microsoft SQL server 2005 and Microsoft Visual Studio 2005 utilizing VB.net. The incumbent must be dependable, precise and able to work effectively in a small team environment. As the fourth member of First 5 California's IT staff, the incumbent will have the opportunity to showcase their programming talents and interface with all members of First 5 California staff. We are looking for a strong team player who wants the opportunity to carry assignments forth from beginning to end on their own or with interaction and assistance from other IT staff members. We have a great desire to locate a programmer who has experience in creating web based applications using the specified technologies that will serve both internal and external customers. First 5 California is a dynamic organization focused on early childhood development of children age 0-5. This is a great opportunity for an individual who is looking to make an immediate impact showcasing their Microsoft .Net and SQL 2005 skills. First 5 California is located in a newly designed facility in the South Natomas area and includes

----- **FREE PARKING** -----

## DUTIES

Creates and maintains secure computer programs in compliance with State and First 5 California IT policies, standards, procedures and objectives, especially application development standards and methodologies, using the Commission's standard application development environment (Visual Studio 2005 and SQL 2005, VB.Net)

## ESSENTIAL FUNCTIONS

Utilize SQL 2005 and Visual Studio 2005 to create Web based application to support both the internal and external customers of First 5 California. Ability to create secure, efficient, and user-friendly applications that effectively address the business needs of First 5 California. Application development will be targeted to create Web based forms to eliminate paper process, provide assistance in the creation of an internal financial system and assist in the support and maintenance of numerous Web sites maintained by the Commission.

<b>CLASS TITLE</b> <b>Associate Programmer Analyst (Specialist)</b>	<b>POSITION NUMBER</b> <b>319-001-1579-900</b>	<b>RPA NUMBER</b> <b>007-CCFC</b>	<b>FILE BY</b> <b>10/31/2008</b>
<p>Maintain operational readiness and monitor technology compliance utilizing state policies, rules and mandates and specific policies related to First 5 California programs.</p> <p>Develop system recommendation for new or enhanced applications and assist with development of feasibility study reports, statements of work, special project and post implementation evaluation reports. Analyze clients' business processes by reading system documentation and evaluate current and proposed business flows.</p> <p>Ensure effective communication with clients, management and various internal staff. Provide technical training and information in the effective utilization of systems and software by conducting group and one-on-one hands-on training sessions, applying current training techniques and skills, and utilizing lesson plans, training handouts, user documentation, and presentations as required. Provide assistance to users in resolving technical software application problems by maintaining ongoing communications and applying excellent customer service skills.</p> <p><b><u>MARGINAL FUNCTIONS</u></b></p> <p>Ensure that IT policies and procedural information governing the use and acquisition of IT within First 5 California is accurate and up to date at all times in accordance with the established procedures.</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><i>Knowledge of:</i> Information technology system programming, equipment, and its capabilities; principles and techniques of studying work processes for new or revised information technology system applications; principles of designing methods of processing information; technical report writing; statistical methods; principles of public administration, organization, and management; principles of personnel management.</p> <p><i>Ability to:</i> Write complex programs and develop detailed program specifications; analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative working relationships with those contacted in the course of the work; communicate effectively; prepare effective reports.</p> <p><b><u>DESIRABLE QULAIFICATIONS</u></b></p> <ul style="list-style-type: none"> <li>• A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.</li> <li>• Ability to work well with a team or independently.</li> <li>• In depth experience with Web site design that includes database connectivity to either Microsoft Access or Microsoft SQL 2005 Server. Ability to setup and configure complex databases.</li> <li>• Knowledge and experience of HTML programming standards and their implementation.</li> <li>• Experience using Microsoft Visual Studio 2005 VB.Net to build both internal and external applications that may or may not have web connectivity.</li> <li>• Familiarity with Adobe Acrobat and building custom automated forms.</li> <li>• Experience programming within an Active Directory environment based upon Windows 2003 server technology using Visual Studio 2005.</li> <li>• Experience with the Microsoft Office 2003 object model for use in programming.</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Present self professionally</li> <li>• Manage multiple priorities effectively</li> <li>• Exercise a high degree of integrity</li> <li>• Occasionally bend, lift, and move computer equipment, file boxes, training materials and other items weighing up to 50 pounds in connection with duties or acquire support services to accomplish these tasks</li> </ul>			